



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, March 1, 2021 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

NCGS § 143-318.17. Disruptions of official meetings.

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

Page

1. WELCOME/CALL TO ORDER:

- 1.a. Invocation
- 1.b. Pledge of Allegiance

2. APPROVAL OF AGENDA:

3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed, 3 minutes per person)

4. RECOGNITION/PRESENTATION:

- 3 4.a. Proclamation - Girl Scout Week
Sunday, March 7, 2021 - Saturday, March 13, 2021
[Proclamation - Girl Scout Week 2021](#)

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 4 5.a. Discussion and Consideration of Renewing Deer Urban Archery for 2022 in the Town of Archer Lodge
[2022 Deer Urban Archery Season Renewal Form](#)
- 5 5.b. Discussion and Consideration of Adopting a Budget Amendment for Fiscal Year Ending June 30, 2021 (BA 2021 02)
[BA 2021 02](#)
- 6 - 10 5.c. Discussion and Consideration of Committing to the UNC School of Government - Lead for NC Fellow Program should the Town get selected to be a Host for FY 2021-2022
[Lead for NC Fellowship \(FAQ\)](#)

6. TOWN ATTORNEY'S REPORT:

7. TOWN ADMINISTRATOR'S REPORT:

8. PLANNING/ZONING REPORT:

8.a. Planning | Zoning | Projects | Updates

8.b. Code Enforcement

8.c. CAMPO Update

9. MAYOR'S REPORT:

10. COUNCIL MEMBERS' REMARKS:

(Town Related, Non-Agenda Items)

11. ADJOURNMENT:



Proclamation



Celebrating Girl Scout Week and the Importance of Girls' Leadership Development

WHEREAS, Girl Scouts is recognized as a national leader in providing the best leadership development experience in the world for girls; and

WHEREAS, Girl Scouts brings time-tested methods and research backed programs that speak to the strengths of girl leadership development, backed by more than 100 years of experience and expertise in the field; and

WHEREAS, in Girl Scouts, girls develop their leadership potential through activities that enable them to discover their values, skills and the world around them, connecting with others in a multicultural environment; and

WHEREAS, Girl Scouting is continuing a legacy of creating gender balanced leadership in the United States and the world in its second century of service to girls, by providing girls with the tools to become leaders dedicated to making this country and the world a better place; and

WHEREAS, Girl Scouts offers hands-on, girl-led, girl-centered learning in STEM, the outdoors, and entrepreneurship, and abundant opportunities to develop invaluable life skills, helping all girls take the lead early and often; and

WHEREAS, the Girl Scout Gold Award, the highest honor a Girl Scout can earn, acknowledges each recipient's power and dedication to not only bettering herself, but to making the world a better place for others; and

WHEREAS, Girl Scouts was founded in 1912 by Juliette Gordon Low whose life mission was to build girls of courage, confidence, and character and through her legacy continues to have an extraordinary influence on the lives of millions of girls across the country; and

WHEREAS, today, more than 50 million American women are Girl Scout alumnae and 2.6 million girls and adult volunteers are active members;

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Council of the Town of Archer Lodge, do hereby applaud the commitment Girl Scouting has made to support the life and leadership development of girls and proudly proclaim the week of March 7-13, 2021

Girl Scout Week

Duly adopted this 1st day of March 2021.

Matthew B. Mulhollem
Mayor



Deer Urban Archery Season Renewal Form

(January 15 - February 20, 2022)

January 27, 2021

Please update any contact information that is not correct

Town of Archer Lodge
Matthew Mulhollem
14094 Buffalo Road
Archer Lodge, NC 27527

Name of Representative: _____
Address: _____
City: _____ Zip Code: _____
Email Address: _____
Phone Number: _____

Do you wish to participate in the 2022 Deer Urban Archery Season (January 15 – February 20, 2022)

Yes ☐

No ☐

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the Regulations Digest. **Please indicate the phone number and/ or website to be listed in the 2021-2022 Inland Fishing, Hunting, and Trapping Regulations Digest (Please Print)**

Phone Number: _____

Website: _____

Are there any changes to the map submitted with your participation letter?

Yes ☐

No ☐

If "Yes", please attached a new map to this form. **(No larger than 11"X17")**

Please print and sign the name of the representative for the **Town of Archer Lodge**.

Name of Representative: _____

Signature: _____

Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form by mail to:

Shauna Glover, Program Support
Wildlife Management Division
1722 Mail Service Center
Raleigh, NC 27699-1700

Or email:

shauna.glover@ncwildlife.org

Brad Howard
Chief, Wildlife Management Division
(919) 707-0050

Applications must be received by April 1, 2021 to be a part of the Deer Urban Archery Season

Town of Archer Lodge
Fiscal Year Ending June 30, 2021



Budget Amendment # BA 2021 02

Date: 01-Mar-21

General Fund/Capital Reserve Fund/Park Reserve Fund/Public Safety Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
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Revenues:

Gen: Article 39 1% Sales Tax	10-3239-0000	60,000.00	15,000.00	75,000.00
Gen: Article 40 1/2% Sales Tax	10-3240-0000	37,000.00	8,000.00	45,000.00
Gen: Article 42 1/2% Sales Tax	10-3242-0000	31,000.00	4,000.00	35,000.00
Gen: Article 44 NCGS 105-524 Sales Tax	10-3244-0524	7,500.00	2,000.00	9,500.00
Gen: Miscellaneous Revenues	10-3800-0000	-	100.00	100.00
Gen: Sale of Fixed/Non-Fixed Assets	10-3835-0000	-	400.00	400.00

Total Increase (Decrease) in Revenues**29,500.00****Expenditures:**

Gen/Admin: Unemployment	10-4120-1850	150.00	400.00	550.00
Gen/Admin: Codification	10-4120-2700	5,000.00	5,000.00	10,000.00
Gen/Public Bldgs: Professional Services	10-4190-1900	3,000.00	2,000.00	5,000.00
Gen/Public Bldgs: Communications	10-4190-3340	7,200.00	300.00	7,500.00
Gen/Public Safety: ALFD	10-4300-3500	332,000.00	8,000.00	340,000.00
Gen/Public Safety: Animal Control	10-4300-3550	2,000.00	500.00	2,500.00
Gen/Planning & Zoning: Unemployment	10-4910-1850	50.00	300.00	350.00
Gen/Planning & Zoning: Contracted Services-Software	10-4910-3600	3,750.00	750.00	4,500.00
Gen/Planning & Zoning: Dues & Subscriptions	10-4910-4000	950.00	250.00	1,200.00
Gen/Parks & Recreation: Professional Services	10-6120-1900	5,000.00	12,000.00	17,000.00

Total Increase (Decrease) in Expenditures**29,500.00****0.00****Justification for Budget Amendment:**

To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 1st day of March 2021

ATTEST:

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk

Michael A. Gordon, Budget Officer

What is Lead for North Carolina?

Lead for North Carolina (LFNC) is a fellowship program in local government for recent college graduates. Fellows increase capacity in governmental units and work on transformative projects throughout the course of their fellowship. The program is administered by the UNC Chapel Hill School of Government (SOG), in partnership with the NC City and County Managers Association (NCCCMA), NC League of Municipalities (NCLM), and NC Association of County Commissioners (NCACC). LFNC is a state affiliate of the Lead for America program. Through the LFNC program, fellows will gain a new perspective and appreciation of local government, understand the most pressing issues facing our communities, establish relationships with partner universities and organizations, and gain opportunities to engage with a growing alumni network of similarly minded individuals.

The goal of LFNC is to implement a fellowship program for recent college graduates that:

1. Provides added capacity to economically distressed local governments across the state that have difficulty attracting and retaining talented young employees;
2. Serves as a bridge between local governments (specifically in economically depressed communities or communities with special needs) and the School of Government and professional associations;
3. Increases the diversity within local government professional staff;
4. Creates a pipeline to MPA and other graduate programs in NC;
5. Fosters the development of young talent in local governments across NC, particularly in areas that have historically (or are projected to have) a difficult time attracting and retaining sufficient talent; and
6. Promotes a greater sense of civic responsibility and encourages fellows to leave the fellowship with a deeper appreciation and dedication to their personal communities and our civic institutions.

What are the dates and timeline for the fellowship program?

LFNC has successfully placed 28 fellows across the state and we are now recruiting local governments to participate in our third fellowship year. Fellows are asked to serve one year (July 2021 – June 2022). At the conclusion of the first year, fellows and governments may decide to renew the contract of the fellow for a second year. Local governments may opt to make the employee a full-time employee during or after that second year.

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|----------------------|---|
| • February 19, 2021 | Local government submits application |
| • February 24, 2021 | Local governments are notified of their status as a host government and eligible jurisdictions are notified of final subsidy amount |
| • By March 5, 2021 | Local government commits to the program |
| • April 22-23, 2021 | Local governments interview perspective fellows |
| • By April 30, 2021 | Local government enters into contracts with SOG and fellow |
| • May 1-31, 2021 | Local government assists fellow with identifying housing (if needed) |
| • June 7-25, 2021 | SOG Summer training program |
| • June 28 – 30, 2021 | National conference for fellows with Lead for America |
| • By July 15, 2021 | LFNC Fellow begins year of service with host jurisdiction |

What type of projects will the fellow work on?

One of the strengths of the program is that it is designed to meet the needs of the jurisdiction. This means a fellow's scope of work will vary across jurisdictions. During the Summer Academy, the manager and fellow co- create an initial workplan to meet the fellow's professional development goals, while also meeting the jurisdiction's needs. As an example of possible fellow projects, here is a sample of what our current fellows are working on:

- Grant writing to increase capacity
- ADA compliance
- Broadband access
- Economic development
- Citizen engagement initiatives
- Strategic communication plans
- Emergency response plans
- Policy briefs on technical subjects
- Environmental sustainability
- Community health initiatives
- Hurricane recovery & resiliency
- Intergovernmental relations
- Coordinating interjurisdictional collaboration
- Immigrant communities
- Infrastructure projects
- Utilities projects
- Event planning

Our 16 fellows from Cohort One secured more than \$10 million in grants to support community initiatives and projects and provided \$1.8 million in estimated cost savings to their governments, creating an excellent return on investment for our local government partners. By the end of the first year of the program, 94 percent of local governments surveyed reported that hosting an LFNC Fellow helped expand their organization's capacity to achieve goals and 88 percent said fellows helped them to complete work they had previously been unable to prioritize. We encourage you to learn more about the placements and work of our fellows at lfnc.sog.unc.edu

What is the host local government commitment?

Each host local government will commit to the following:

- Enter into a single-year employment contract with each fellow. (The contract will be a 12-month fixed-term employment agreement.)
- Amend the local government's personnel policy to create a new class of employee – Temporary Exempt One-year Fellowship.
- Identify specific projects and/or scope of work for fellow to perform during fellowship period. Include a mix of short- and long-term projects.
- Assign a direct supervisor to the fellow who will provide regular feedback to the fellow and conduct quarterly performance assessments and reviews.
- Identify one or more mentors to the fellow to help the fellow become an accepted and productive member of the local government.
- Conduct weekly check-ins with the fellow.
- Afford fellow meaningful training and professional development opportunities and allow fellow to participate in any required LFNC trainings.
- Assist fellow in locating reasonable rental housing (if needed).
- Keep LFNC Executive Director informed of any issues with fellow or fellowship.
- Comply with any data collection requirements of the program.

What is the host local government financial commitment (compensation and benefits)? Are subsidies available?

As per below, we expect the total cost to host a fellow in year 1 to be \$46,700 and in year 2 to be \$33,700.

<u>Compensation</u>	<u>Year One</u>	<u>Year Two</u> (If fellow and host government renew contract)
Direct Compensation to Fellow:	\$ 28,000	\$ 28,000
Employment Taxes (Estimated 7.5%)	\$ 2,100	\$ 2,100
Health Care Stipend	\$ 3,600	\$ 3,600
Training and Support (paid to SOG):	<u>\$ 13,000</u>	<u>\$ 0</u>
Approximate Total:	\$ 46,700*	\$ 33,700

Subsidies are available to local government hosts in economically distressed communities in the first year of the program. On a quarterly basis, jurisdictions receiving subsidies will invoice the School of Government for the amount of the sub-award. The School of Government will then distribute the funds to the governmental unit. Subsidies are determined by economic need and population. LFNC uses the [NC Department of Commerce's tier ranking](#) and the Economic Innovation Group's Distressed Community Index (by [zip code](#) and by [county](#)) to determine the subsidy amount. The most economically distressed communities (Tier I or Distressed) with the lowest population can expect to receive subsidies up to approximately 75% of the total cost.

The total subsidy amount will be determined based off the total host applicant pool. LFNC anticipates awarding up to \$480,000 in subsidies to participating host governments in cohort three.

<u>Economic Tier</u>	<u>Distressed Community Index</u>	<u>Population</u>	<u>Sub Award / Subsidy Amount</u>	<u>Anticipated Local Government Contribution in Year 1</u>
Tier I or	Distressed	Less than 25,000	Up to \$33,700	\$13,000
		25,000+	\$21,700 to \$33,700	\$13,000 - \$25,000
Tier II or	At-Risk	Less than 10,000	Up to \$21,700	\$20,000
		25,000+	\$16,700 - \$26,700	\$20,000 - \$30,000
Tier III or	Mid-Tier – Prosperous		Up to \$10,000 with demonstrated need	\$36,700 - \$46,700

Note that no subsidies are available to cover year 2 costs. Although there will be no training costs to the local governments in year 2, fellows will still be entitled to trainings and support throughout the entire term of their fellowship. Either the government or the fellow may decide to not continue with the second year of the program at the conclusion of the first year of the program.

Other Fellow Benefits

- Each fellow will be paid for time off for all state/national holidays observed by the local government. Additionally, each fellow will be afforded 3 days of paid time off.
- Each fellow will receive appropriate training and support to successfully perform job duties.
- Each fellow will be equipped with a computer and other technology and supplies necessary to successfully perform job duties.
- A fellow is entitled to no other benefits offered by the local government.

What is the local government selection process?

We welcome any NC local government to apply to host a fellow, including regional local government entities (COGs). Our selection criteria will favor a government with demonstrated capacity needs, a commitment to providing meaningful work and professional development opportunities for a fellow, and the ability to financially cover the costs of the program. Priority will be given to local governments located in economically distressed communities with demonstrated need.

Local governments interested in hosting fellows will be asked to complete an application by February 19, 2021. We are committed to creating a process that has as low of barriers to entry as possible. As such, the application will take minimal time to complete. To complete the application, please navigate to [this link](#) or email Dylan Russell (russell@sog.unc.edu) Local governments must be able to provide a firm commitment to host a fellow in July 2020 by March 5, 2021. This will allow LFNC the opportunity to recruit highly qualified applicants with regional connections to your jurisdiction. The application only takes 10 minutes to complete.

How will the fellows be prepared for the fellowship?

Fellows will receive training from the SOG, and fellows and host local governments will receive support throughout the fellowship from the SOG, as well as our partner organizations, the NCLM, the NCCCMA, and the NCACC. Specifically, fellows will participate in up to three weeks of graduate-level training from the SOG. Fellows will build on leadership, communication, and presentation skills, while also gaining new skills and knowledge in areas like economic development, emergency management, capital finance, and budgeting. The training will require fellows to participate in case studies, group presentations, and produce memos for evaluation from School faculty.

We often look for opportunities to engage the fellow's supervisor and colleagues in our training model. For example, local government employees were invited to Cohort 1's Summer Academy for a one-day grant writing workshop. In the winter training for Cohort 1, local government employees will be invited with their fellows to an equity and inclusion workshop. LFNC seeks out opportunities to train fellows and opportunities to engage their supervisors and colleagues. Additionally, fellows will participate in monthly zoom calls throughout the fellowship, each focused on a different topic related to working in local government. And fellows will participate in weekend intensive advanced training on a pertinent topic sometime around the six-month mark of the fellowship. Fellows are eligible to earn up to three hours of graduate credits towards an MPA or other degree at any UNC System college or university. These credit hours are fully subsidized the LFNC program.

What if our jurisdiction can't afford to host a fellow?

Lead for North Carolina's mission is to prepare the next generation of future public service in North Carolina. We hope to help young leaders return to their hometowns / regions in service of their communities — particularly to places that struggle the most to recruit and retain young talent. As such,

we focus on placing fellows in rural and economically distressed communities, and understand that for many of these host institutions, financial resources are often significantly limited. While we believe that it is important for all host governments to have “skin in the game” in the form of financial contribution, we are also committed to accessibility and work to do everything we can to support financially strapped host institutions in creatively financing their fellowship. Our team can work with your government on the following opportunities.

- *Receive a Subsidy from the Program.* We are able to offer governments in economically distressed communities subsidies ranging from \$10,000 to \$33,700.
- *Place-Based Philanthropy.* Many family/local foundations and corporations understand the mission of Lead for North Carolina and would be happy to support your government and underwrite costs associated with hosting fellows. We believe that community-based foundations, corporations, and private donors could help local governments finance fellows and could contribute to the education and training of fellows. The School of Government’s Development team is happy to work alongside your government to explore community-based fundraising options.
- *Cost Sharing with Other Jurisdictions.* Consider sharing a fellow with a neighboring jurisdiction or county to cut costs. This allows for fellows to work on regional issues while providing constant communication between jurisdictions. Fellows could play the coordinating role across these jurisdictions and move strategies forward on projects that risk stalling because of the lack of a dedicated person acting as coordinator.

How are LFNC fellows selected?

Once we have a firm commitment from our host local governments, we will actively recruit for a pool of fellows who have strong connections to the regions in which the local governments are located. LFNC has partnered with Lead for America to engage in a robust fellow recruitment process on college campuses across the state. LFNC is the first state affiliate of Lead for America – a national organization with a similar mission to connect young people with local public service opportunities. Fellows engage in a detailed and rigorous screening process to ensure a final pool of high-quality applicants who have a demonstrated commitment to public service, a strong interest in the local government profession, and a record of exemplary personal character. LFNC focuses on recruiting public service-minded individuals from North Carolina’s public and private colleges who desire to return to their home region to serve.

Managers or hiring directors from each host jurisdiction will be invited to interview a select pool of fellows with strong connections to the region in which the local government is located. The virtual interview process will take place on April 22-23, 2021. Employment contracts with selected fellows must be finalized by April 30, 2021.

Where do I find out more information and how do I apply?

Please email Dylan Russell (russell@sog.unc.edu) and notify him of your jurisdiction’s interest. He will send you an application and additional materials. Additionally, you can navigate to [this link](#) to complete the application. The application is due February 19, 2021. The application only takes 10 minutes to complete.